

Competent Person

Regulations Covered

Dangerous Substances and Explosive Atmosphere Regulations 2002

Environmental Protection Act 1990 Road Traffic (Carriage of Dangerous Substances in Road Tankers & Tank Containers) regs. 1992

This certificate is presented to:



Ajith Kanth Niranjan Kumar

who successfully completed a course of instruction in competency for receipt of Petroleum Products and has demonstrated through assessment, abilities in the following areas

Associated hazards of petroleum products
Legal requirements
Competent persons responsibilities
Receipt of fuel deliveries
Vapour recovery system
Associated paperwork

Date completed: 22/04/2018 22:15

Signed

Suresite Chairman



Safety First

Regulations Covered

Dangerous Substances and Explosive Atmosphere Regulations 2002

Environmental Protection Act 1990

This certificate is presented to:

Ajith Kanth Niranjan Kumar



who successfully completed a course in basic forecourt safety procedures and has demonstrated through assessment, abilities in the following areas:

Regulations Affecting Petroleum Forecourts Features of Petrol Filling Stations Operating Procedures Emergency Procedures Hazard Zones Safety Signage

Date completed: 22/04/2018 10:03

Signed

Suresite Chairman



EMERGENCY TRAINING CHECK LIST

(RECOMMENDED TO BE CARRIED OUT TWICE YEARLY)

SITE NAME ESSAR SERVELES	DATE 19/06/18
SALES ASSISTANTVLJAYARAJAA	
RETAILER / TRAINER AJENA KANJOH	

The Sales Assistant must DEMONSTRATE a full understanding and LOCATION of the following:		Signed by Sales Assistant	Signed by Retailer / Trainer
1	Ask Sales Attendant to locate: Fireman's Switch Emergency stop button Electrical cupboard (isolation switches)		
2	Ask Sales Attendant to locate Assembly Point.		
3	Ask Sales Attendant to use the Tannoy Ask for three examples of when it may be used.		
4	Ask Sales Attendant to locate: Fire Extinguisher (explain how the extinguisher is used) Fire buckets (are they full)		
5	Ask the Sales Attendant to locate and show understanding of Petroleum signs.		
6	Ask the Sales Attendant to describe the spillage procedure.		
7	Ask the Sales Attendant to describe the major incident procedure, and show location of contact lists.		
8	Ask the Sales Attendant to locate all panic attack buttons on site.		
9	Ask Sales Attendant to demonstrate a working knowledge of the CCTV.		
10	Ask the Sales Attendant to locate all fire exits, and understand the importance of them being available for use at all times building is occupied.		



EMERGENCY TRAINING CHECK LIST

(RECOMMENDED TO BE CARRIED OUT TWICE YEARLY)

SITE NAME ESSAR SERVEUSS	DATE 24/06/18
SALES ASSISTANT ELAN 96841	
RETAILER / TRAINER AJ IN KANIN	

The Sales Assistant must DEMONSTRATE a full understanding and LOCATION of the following:		Signed by Sales Assistant	Signed by Retailer / Trainer
1	Ask Sales Attendant to locate: Fireman's Switch Emergency stop button Electrical cupboard (isolation switches)		
2	Ask Sales Attendant to locate Assembly Point.		
3	Ask Sales Attendant to use the Tannoy Ask for three examples of when it may be used.		
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8	Ask the Sales Attendant to locate all panic attack buttons on site.		
9	Ask Sales Attendant to demonstrate a working knowledge of the CCTV.		
10	Ask the Sales Attendant to locate all fire exits, and understand the importance of them being available for use at all times building is occupied.		



EMERGENCY TRAINING CHECK LIST

(RECOMMENDED TO BE CARRIED OUT TWICE YEARLY)

SITE NAME ESSAR SERVEESS	DATE 20/06/18
SALES ASSISTANT JEYARUBAN SETHE	RAVEL
RETAILER / TRAINER N. AJZAH KANJAH	

The Sales Assistant must DEMONSTRATE a full understanding and LOCATION of the following:			Signed by Sales Assistant	Signed by Retailer / Trainer
1	Ask Sales Attendant to locate: Fireman's Switch Emergency stop button Electrical cupboard (isolation switches)			
2	Ask Sales Attendant to locate Assembly Point.	/		
3	Ask Sales Attendant to use the Tannoy Ask for three examples of when it may be used.	,		
4	Ask Sales Attendant to locate: Fire Extinguisher (explain how the extinguisher is used) Fire buckets (are they full)			
5	Ask the Sales Attendant to locate and show understanding of Petroleum signs.			-
6	Ask the Sales Attendant to describe the spillage procedure.			
7	Ask the Sales Attendant to describe the major incident procedure, and show location of contact lists.			
8	Ask the Sales Attendant to locate all panic attack buttons on site.			
9	Ask Sales Attendant to demonstrate a working knowledge of the CCTV.			
10	Ask the Sales Attendant to locate all fire exits, and understand the importance of them being available for use at all times building is occupied.			2



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Dangerous Substances and Explosive Atmosphere Regulations 2002

Environmental Protection Act 1990 Road Traffic (Carriage of Dangerous Substances in Road Tankers & Tank Containers) regs. 1992

This certificate is presented to:



Jeyaruban Sithiravel

who successfully completed a course of instruction in competency for receipt of Petroleum Products and has demonstrated through assessment, abilities in the following areas

Associated hazards of petroleum products Legal requirements Competent persons responsibilities Receipt of fuel deliveries Vapour recovery system Associated paperwork

Date completed: 24/04/2018 13:03

Signed:

Suresite Chairman



FORECOURT TRAINING RECORD

for (Name) JEYARUBAN SITHIRAVEL

Nature of Training	Trained by	Date	Date	Date	Date
PRACTICAL					
Operation of Forecourt Equipment and Emergency procedures	Bit	20106/18			
Operation of L.P.G Equipment and Emergency procedures	AJM	20/06/18			
Operation of Customer Communication System	AM	20/06/18			
Location of Firefighting Equipment & Fire Precautions	ASIM	20/06/18			
Accident, Injury & Emergency policy & procedures	AJIN	20/06/18			
Forecourt Opening & Closing procedures	Dith	20/06/18			
Site Housekeeping procedures	ATIL	20/06/18			
Use of Extinguishers	ATTH	20/06/18			
(Competent Persons)					
Arrangements for Receipt & Storage of Fuel	45934	20/06/18			
Tank Meter Gauges /Dips	ASTA	2906/18			
Vapour Recovery	ATIL	20/06/12			
SKILLS MODULES					
Equipment Operation (Self-Service & manual)	AM	20/06/12			
Control Point Operation	Asirh	20/06/18			
Forecourt Safety procedures	AJITA	20/06/19			
Receipt of Fuel Products	ASIN	20/06/18			
Site Housekeeping	Birth	20/06/19	!		
Site Security	AJIH	20/06/18			
Personal Safety & Hygiene	ATM ATM ATM	2406/20			
Food Hygiene	Aim	20/06/19			
соѕнн	Ajost	20/06/10			

COMPLETE THIS FORM FOR ALL TRAINING ADD	ETRAINING
I agree I have received the above training	·····
I confirm this is a true record	(Pet. Licensee)

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FORECOURT TRAINING RECORD

for (Name) K. U I JAYARA JAN

Nature of Training	Trained by	Date	Date	Date	Date
PRACTICAL					
Operation of Forecourt Equipment and Emergency procedures	Aj, Bh	20/06/18			
Operation of L.P.G Equipment and Emergency procedures	Arth	20/06/18			
Operation of Customer Communication System	Aist	20/04/19			
Location of Firefighting Equipment & Fire Precautions	AjM	20/06/18			
Accident, Injury & Emergency policy & procedures	ASIN	20/06/19			
Forecourt Opening & Closing procedures	AJ M	20/06/19			
Site Housekeeping procedures	AJM	20/06/18			
Use of Extinguishers	Risk	25/06/18			
(Competent Persons)) 2		
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Tank Meter Gauges /Dips	AIM	20/06/18			
Vapour Recovery	Pil	20/08/18			
SKILLS MODULES					
Equipment Operation (Self-Service & manual)	ATAL	20/06/18			
Control Point Operation	Ajril	20/56/18			
Forecourt Safety procedures	ATTI	20/06/18			
Receipt of Fuel Products	Both	20/06/18			
Site Housekeeping	A51	20/06/18			
Site Security	AJ'M AJ'SH AJYM	2906/18			
Personal Safety & Hygiene	AJ SH	20/06/18			
Food Hygiene	Ann	20/06/18			
COSHH	Aith	20/06/18			

COMPLETE THIS FORM FOR ALL TRAINING	NG AND RETRAINING
I agree I have received the above training	
I confirm this is a true record	(Pet. Licensee)

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Competent Person

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Dangerous Substances and Explosive Atmosphere Regulations 2002

Environmental Protection Act 1990 Road Traffic (Carriage of Dangerous Substances in Road Tankers & Tank Containers) regs. 1992

This certificate is presented to:



Vijayarajah Kirushnapillai

who successfully completed a course of instruction in competency for receipt of Petroleum Products and has demonstrated through assessment, abilities in the following areas

Associated hazards of petroleum products
Legal requirements
Competent persons responsibilities
Receipt of fuel deliveries
Vapour recovery system
Associated paperwork

Date completed: 24/04/2018 11:25

Signed:

Suresite Chairman



Safety First

Regulations Covered

Dangerous Substances and Explosive Atmosphere Regulations 2002

Environmental Protection Act 1990

This certificate is presented to:

Vijayarajah Kirushnapillai



who successfully completed a course in basic forecourt safety procedures and has demonstrated through assessment, abilities in the following areas:

Regulations Affecting Petroleum Forecourts Features of Petrol Filling Stations Operating Procedures Emergency Procedures Hazard Zones Safety Signage

Date completed: 28/04/2018 12:00

Signed:

Suresite Chairman

EMERGENCY PROCEDURES

What to do in the event of various types of emergency or incident.

In all cases complete an accident / incident report

FIRE

In the event of a FIRE or EXPLOSION take the following IMMEDIATE ACTION

- Stop all pumps and self-service equipment by using the emergency switch at the control point.
- Dial 999 and ask for FIRE SERVICE
- Evacuate premises if necessary
- Use Fire Extinguisher to control fire but without endangering your personal safety
- Report incident to Petroleum Licensing Authority by telephone as soon as possible. (Report to be confirmed promptly in writing)
- Comply with RIDDOR, the Health and Safety Executive procedures for reporting injuries or dangerous occurrences.
- · Notify supplying Oil Company in the event of major fire.

SPILLAGE

In the event of a MAJOR PETROLEUM SPILLAGE (5 litres or over) take the following IMMEDIATE action.

- Stop all pumps and self-service equipment by using the emergency switch at the control point.
- Dial 999 and ask for Fire Service
- Keep everyone as far away as possible from the area of spillage. Try and contain the spillage (using sand from the Fire Buckets)
- Ensure NO SMOKING or naked lights in area.
- Report incident to Petroleum Licensing Authority by telephone as soon as possible. (Report to be confirmed promptly in writing)
- Comply with RIDDOR, the Health and Safety Executive procedures for reporting injuries or dangerous occurrences.
- Notify supplying Oil Company.

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MINOR SPILLAGE

In the event of a MINOR PETROLEUM SPILLAGE (less than 5 litres) take the following IMMEDIATE action.

- Consider switching off pump or self-service equipment if necessary.
- Position Fire Extinguisher adjacent to spillage as precaution during clear-up of spillage.
- Cone off affected part of the site and cover any spillage with sand.
- Report incident to Petroleum Licensing Authority by telephone as soon as possible. (Report to be confirmed promptly in writing)

"SPLASH-BACK" OF PRODUCT

In the event of a SPLASH-BACK resulting in a customer' clothing being soaked with petroleum, take the following IMMEDIATE action:-

- Ensure customer is not exposed to a potential ignition source.
- As far as possible, remove affected clothing and bag it in sealed plastic bag prior to thorough washing before re-use.. (Consider provision of disposable suit for emergency use)
- If customer decides to drive home he/she to be instructed to ensure vehicle windows kept open to ensure adequate ventilation until all clothing changed.
- Report incident to Petroleum Licensing Authority by telephone as soon as possible. (Report to be confirmed promptly in writing)

PERSONAL INJURY

In the event of PERSONAL INJURY to staff or customer.

- If serious injury occurs, dial 999 and ask for AMBULANCE
- Immediately provide assistance and appropriate treatment.
- Obtain names and addresses of any witnesses to the incident (include these in Accident Report)
- Comply with RIDDOR, the Health and Safety Executive procedures for reporting injuries or dangerous occurrences.

BOMB THREAT

If TELEPHONE BOMB THREAT is received.

Remain CALM when speaking to caller

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• CAREFULLY NOTE THE EXACT WORDS USED, INCLUDING ANY CODE WORDS

Ask:

Where exactly is the bomb placed?
When is it due to explode?
What does it look like?
What kind of bomb is it?
How did you get into the building?

- Stop all pumps and self-service equipment by using the emergency switch at the control point.
- Dial 999 and ask for POLICE
- Evacuate premises and take all necessary steps to keep everyone away from the service station
- Report incident to Petroleum Licensing Authority by telephone as soon as possible. (Report to be confirmed promptly in writing)
- Notify supplying Oil Company.

SUSPECTED LETTER BOMB OR SUSPECTED PACKAGE

In the event of a SUSPECTED LETTER BOMB or SUSPICIOUS PACKAGE take the following IMMEDIATE ACTION

- Stop all pumps and self-service equipment by using the emergency switch at the control point.
- Dial 999 and ask for POLICE
- Evacuate premises and take all necessary steps to keep everyone away from the service station
- Report incident to Petroleum Licensing Authority by telephone as soon as possible. (Report to be confirmed promptly in writing)

SIGNIFICANT RELEASE OF VAPOUR TO THE ATMOSPHERE. (WHERE LIKELY TO HAVE AN IMPACT ON LOCAL COMMUNITY)

- Stop the delivery.
- Close down all pumps.
- Strictly enforce "No Smoking" procedures.
- Notify Emergency Services
- Notify Environmental Health Dept. of Local Authority
- Complete Incident Report Form and retain in Site Register.

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Floors clean, no spills		
Fire doors (closed & clear)		
Fireman's switch (active, plunger free)		
Electric plugs not overloaged		
Electrical equipment in good condition		
Lights clean and working		
Fridge/Freezer Temperatures recorded		
Access to store (kept clear)		
Fire Extinguishers in place pressures ok		
Fire buckets filled with sand		
Speaker system working		
Tank gauges working		
Forecourt free of oll/damage		
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Direct till manholes locked, no spills		5
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Vent pipas secure, numbered		
Pump hoses undamaged, no leaks		
Pump nozzles no leaks, cut-off working		
Pump bodies no leaks, panels secure		
Canopy lights clean and working		
Air line OK and working accurately		
Rubbish area emptied/tidy		
Delivery procedure auditted		
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MAY 2018

FORECOURT CHECKS

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INSIDE/OUTSIDE SHOP (Daily)		i i
Statutory Notices Displayed		-
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CCTV system OK		
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Emergency phone numbers displayed		1
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Fire doors (closed & clear)		
Fireman's switch (active, plunger tree)		-
Electric plugs not overloaged	 	[
Electrical equipment in good condition		
Lights clean and working		
Fridge/Freezer Temperatures recorded		1
Access to store (kept clear)		1
Fire Extinguishers in place pressures ok		1
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Speaker system working		ţ
Tank gauges working		
Forecourt free of oil/damage		
Signs/Walls/pumps secure, undamaged		1
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OUTSIDE SHOP (Weekly)		1
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Vent pipes secure, numbered		
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Electrical equipment in good condition		-	
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Fire Extinguishers in place, pressures ok			
Fire buckets filled with sand			
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Tank gauges working			
Forecourt free of oil/damage			
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FORECOURT CHECKS

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OUTSIDE SHOP (Weekly)	7000																												Ü				
offset fill manholes locked, no spills		7				r							-	7					0							8	-1		1		en		~~~
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ank caps secure, graded, num'd, litres	/	-				1	1						1	-					1=							1			Į-				
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rump hoses undamaged, no leaks rump nozzles no leaks, cut-off working		-				1	-						1	=					-							-	-		į.				
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Delivery procedure auditted Papour Recovery (no leaks, valve OK)	/	-					7						-	-					-	-						1	-		1	-	-		
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OUTSIDE SHOP (Monthly)	6																												i i				
ntercept. & vent no blockage, dischge ck	1	7																											200	-			- Marie W
nterceptor drain clear/oil levet/clean																													-				author specialists
Manhole cover undamaged, seated ok																													20770				
Orains, guileys clear and clean	-																												-				
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Valls, fencing etc, undamaged																													1		-		
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(c) SURESITE LTD

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VAPOUR RECOVERY CERTIFICATE

Licensee:						
Address:	Essar Service Station			Cert No:		1805
	Harnall Lane East					
	Coventry			VAPOUR	RECOVER	Y TEST
	CV1 5AX					
					3.4.18	
	tify that the above site has been subjected t engineer and in accordance with the appro					est by a fully
	TYPE OF TEST: VAPOUR RECOVERY TEST PAS	SULT: SS	I	<u>FAIL</u>		
	pas	<u>s</u>				
	Description of Test Carried Out:					
	Vapour Recovery Test carried out at the above	e site on th	ne		3.4.18	
	All labels cleaned, P.V unit & all associated co	llector valv	es tes	ted, serv	ices and c	ertified.
	NB Recommend new labels to vents and colle	ector valve	e. Will o	quote acc	cordingly.	
	Signature of Competent persons		*			
	on behalf of N.F.D Forecourts LTD					
	Next Test due on: 3.4.19					

Co Reg. 9123597

Vat no. 193 3487 78

UNIT 12 HORNCHURCH CLOSE, QUINTON ROAD,

COVENTRY CV1 2QZ Tel: 024 7622 7575

Fax: 024 7622 7975

E-mail : admin@pdbrady.co.uk

Invoice Address

Essar Service Station Murco Site Harnell Lane East Coventry West Midlands CV1 5AX

Invoice No.	43859
Invoice / Tax Date	15/06/2018
Order No.	

VAT REG. No. 272 8477 26

DETAILS

NETT PRICE

Electrical Inspection

Worksheet 069

£185.00

Carry out an electrical inspection on petroleum installation. Certificate Number PDB107409.

Any queries relating to this invoice to be notified to us within 7 days.

PAYMENT TERMS STRICTLY 30 DAYS NETT FROM DATE OF INVOICE

Total Nett	£185.00
VAT	37.00
INVOICE TOTAL	£222.00





REGISTERED MEMBER



Adler & Allan Group, Registered Office: 8o Station Parade, Harrogate, North Yorkshire HG1 1HQ

The Hazardous Waste Regulations 2005: Consignment Note





PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate

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PART A Notification details											
1 Consignment note code: 1 Consignment note code: 2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):	4 The waste will be taken to (name, address and postcode): Adler & Allan Ltd, Plot J. Lakesida Projectic Park Standlake, Witney, Gyen Cycon Cy										
MUNCO SERVICE STATTO:	Standlake, Witney, Oxon CX29 7/91 Tel: 01865 300088 Fax: 01865 301135										
	5 The waste producer was (if different from 2) (name, address,										
HARVALL LANG CAST COVERTRY CVISAX	postcoo	de, telephone, e	-mail, facsimile	e):	uuress,						
3 Premises code (where applicable):			f	t3 1N	AZ						
PART B Description of the waste			If cont	inuation sheet	used, tick here						
1 The process giving rise to the waste(s) was: SiTE iwite.20	EPI 2 SICfort	the process givi	ng rise to the w	aste: 11-7	-120/0						
3 WASTE DETAILS (where more than one waste type is collected all of the in			mpleted for eac	h EWC identifie	d)						
Description of waste List of wastes Quantity The che (EWC code) (6 digits) (kg) the waste	nemical/biological constead their conce	components in entrations are:	Physical form (gas, liquid, s	solid, code(s							
Compo		oncentration % or mg/kg)	powder, slud or mixed)	ge	and size						
NTERCEPTOR											
WASTE 130503 600 MI O	16-	7190	Swoce	MIT	Bullo						
The information given below is to be completed for each EWC identified	•		000 TE	Min	4 12011						
EWC code UN identification Proper shipping name(s) number(s)	UN class(es)	Packing	group(s)	Special handli	ing						
130503 NON DANSFOCE											
HSPELCOS Rejs											
PART C Carrier's certificate (If more than one carrier is used, please attach schedule for subsequent carri			onsignor's ce	ertificate n in A, B and C I							
carriers is attached tick here. () I certify that I today collected the consignment and that the details in A2, A4 ar correct and I have been advised of any specific handling requirements. Where this note comprises part of a multiple collection the round number and coll Carrier name: () 1 Carrier name: () On behalf of (name, address, postcode, telephone email, fecsimile): (E & S Environmental Services and Est Est Environmental Services and Est		measures. All of the waste is packaged and labelled									
3 Vehicle registration no. (or mode of transport, if not road): CBOUS Signature Date 28112017 Time 1420	3844.	facsimile): Signature Date	112	ZI TI	me 1 (4 2 C						
PART E Consignee's certificate (where more than one waste type is colle	ected all of the inform	mation given bel	ow must be con	npleted for each	EWC)						
Individual EWC Quantity of each EWC code received (kg)	EWC code accepted/rejecte	Waste mar		ation (R or D cod							
1 received this waste at the address given in A4 on: Date		ime		-							
2 Vehicle registration no. (or mode of transport if not road):		Name:									
3 Where waste is rejected please provide details:			name, address,	, postcode, tele	phone, e-mail,						
certify that waste permit/ exempt waste operation number:											
authorises the management of the waste described in B at the address given in A4.		Signature									
Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:		Date	TO SELECTION OF THE PROPERTY O	Time	CD INCIDENCE OF THE PROPERTY O						